

Application deadline is May 27, 2022.

TO BE COMPLETED BY THE APPLICANT

Name: _____

Personnel Number: _____ MySCEmployee ID: _____

Agency: _____ Job Title: _____

Email: _____ Phone: _____

Cell Phone/Alternate Contact: _____

Agency Street Address: _____

City: _____ State: _____ ZIP Code: _____

Please describe your current role in your agency:

***Why are you interested in participating in the Associate Public Manager (APM) Cohort Program?
Include how this professional development will enable you to perform better in your current and prospective roles.***

APM Program Participant Requirements:

- Must complete all required courses. No previous course completions will be substituted.
- Complete assigned learning activities.
- Meet at least three times with their assigned mentors during the program. **Please be aware that it may be necessary for participants to travel to locations away from their offices and outside of the Columbia, South Carolina area to meet with their mentor.**

Commitments:

I commit to:

- Fully participate in all components of the program.
- Attend **all** scheduled courses. Participants must attend at least 90% of a class to receive credit for the class.
- Complete each assignment in the specified time frame.
- Actively engage in the learning process.
- Apply learning on the job.

Applicant Signature: _____ Date: _____

Course Requirements:

Participants will be required to meet at least three times with their assigned mentors during the program. Please be aware that it may be necessary for participants to travel to locations away from their offices and outside of Columbia, South Carolina to meet with their mentor.

Class Schedule:

Class Name	Date	Time
Orientation	9/15/2022	9 a.m.–4:30 p.m.
The 6 Critical Practices for Leading a Team – Introduction and Practice 1 (<i>Online</i>)	10/18/2022	9 a.m.–noon
Coaching for Employee Results	11/15-16/2022	9 a.m.–4:30 p.m.
The 6 Critical Practices for Leading a Team – Practice 2 (<i>Online</i>)	12/14/2022	9 a.m.–noon
Supervisory Practices	1/18, 19, 25 and 26/2023	9 a.m.–4:30 p.m.
The 6 Critical Practices for Leading a Team – Practices 3 and 4 (<i>Online</i>)	2/16/2023	9 a.m.–4:30 p.m.
Competency Day	3/23/2023	9 a.m.–4:30 p.m.
The 6 Critical Practices for Leading a Team – Practice 5 (<i>Online</i>)	4/19/2023	9 a.m.–noon
The 5 Choices of Extraordinary Productivity™	5/23/2023	9 a.m.–4:30 p.m.
APM Cohort Wrap Up	6/22/2023	9 a.m.–noon

Online Class Requirements

Overview of State Government
Governing Ethics Issues in South Carolina State Government

Program Fee: Invoice for \$1,000 will be sent after the orientation session.

AGENCY APPROVAL
TO BE COMPLETED BY APPLICANT'S SUPERVISOR OR MANAGER

Applicant's Supervisor or Manager

I commit to:

- Support the applicant's participation in the Associate Public Manager (APM) Cohort Program.
- Encourage and support application of learning on the job.

Supervisor Signature: _____ Date: _____

WITHDRAWAL POLICY

Candidates wishing to withdraw from the APM Cohort Program must submit a written request to the Director of Statewide Training.

The request must include the effective date of the withdrawal. Withdrawal requests cannot be backdated. The written request must also indicate the candidate's decision to either resume participation with the next graduating class or their desire to be removed from further program participation.

If the candidate does not resume participation with the next graduating class, the candidate will have to reapply. Reapplication is not a guarantee of acceptance.

Refunds will be based on the withdrawal date and the APM Cohort Program Refund Policy below.

REFUND POLICY

If a participant must withdraw from the program, a refund may be given according to the following guidelines:

If full tuition is paid and participant withdraws:

- On/Before Sept. 15, 2022. \$1,000 refunded
- Between Sept. 16, 2022-Jan. 31, 2023 \$500 refunded
- On/After Feb. 1, 2023 No refund

HUMAN RESOURCES APPROVAL
TO BE COMPLETED BY AGENCY'S HUMAN RESOURCES REPRESENTATIVE

Agency's Human Resources Representative

In addition to the required coursework, the APM Cohort Program includes access to a mentorship program. In order to ensure each participant has access to a mentor, each agency is required to nominate someone from the agency to serve as a mentor for each employee enrolled in the program. **Mentors will be paired with APM Cohort Program participants from an agency other than their own.**

Mentors are required to meet their assigned APM mentee in person three times during the APM Program and to attend an orientation presentation Sept. 15, 2022.

Mentors are expected to:

- Listen to the mentee.
- Act as a guide, coach and adviser.
- Provide support and guidance.
- Share professional and personal experiences.
- Provide feedback and direction.
- Introduce mentee to resources and people.
- Share organizational knowledge, insight and perspectives.

Please nominate a mentor for the program. Please be aware that if the mentor you nominate leaves the agency or is otherwise unable or unwilling to provide the necessary mentor support, you will be required to nominate a replacement.

Mentor's Name: _____

Mentor's Job Title: _____

Mentor's Email: _____ Phone Number: _____

Human Resources Signature: _____ Date: _____

The application deadline is Friday, May 27, 2022. Please be aware that space is limited.

PLEASE SUBMIT THE COMPLETED APPLICATION BY MAIL OR EMAIL TO:

Department of Administration
ATTN: Valerie Wilkie
8301 Parklane Road, Suite A220
Columbia, SC 29223

valerie.wilkie@admin.sc.gov